

Address Changes and Labels

Each sponsor is provided with enough labels to submit claim for reimbursement forms for one year and a new supply is provided each year. The labels should be checked for accuracy when they are received. If corrections are needed, a sponsor representative must attach a label to district or agency letterhead, type or print the correct information, and submit the corrections to:

California Department of Education
Nutrition Services Division
Resources and Information Management Unit
1430 N Street, Suite 1500
Sacramento, CA 95814

If a sponsor's address changes, a sponsor representative must contact the IRS at (877) 829-5500, or by fax (513) 263-3756. The IRS will update the information by telephone and fax the sponsor a revised IRS Determination Letter the same day.

Sponsor representatives may contact the IRS by way of mail; the address is:

Internal Revenue Service
TEGE Division, Suite 400
P.O. Box 2508
Cincinnati, OH 45201

Once the sponsor has the IRS Determination Letter, a representative may fax it to the Resources and Information Management Unit (RIM) of the Nutrition Services Division at (916)445-4842, or mail it to the above California Department of Education address.